

Budget Calendar

Oct 19, 2021	Initial staff budget meeting to review fiscal policies and priorities, present special budget issues, distribute budget manuals and instruct staff on the budget preparation process and schedule.
Nov 01, 2021 - Nov 24, 2021	The City Manager's Office develops base budget revenues and expenditures for each activity by fund in consultation with division personnel from each department. In preparation for this meeting departments will be expected to discuss revenues and expenditures related to their budget activities. In addition, department directors will be asked to present an initial list of supplemental budget items they wish to request for the FY 2023 budget.
Nov 29, 2021	Department directors will submit their supplemental request forms via email to the Administrative Services Director.
Dec 06, 2021	Department directors will submit their budget memorandum and strategic plan worksheet via email to the Administrative Services Director.
Nov 30, 2021 - Dec 30, 2021	City Manager's Office reviews budget memorandums, supplemental request forms and strategic plan worksheets to determine departmental budget issues and discussion items. The City Manager's Office combines departmental base and supplemental budgets and prepares financial summaries.
Jan 21, 2022	Department Budget Presentations to City Council – Public meeting
Feb 14, 2022	City Council Budget Workshop – Operating Funds (General Fund, Road Use Tax Fund and Police & Fire Retirement Fund) – Public meeting
Feb 21, 2022	Regular City Council meeting to set public hearing establishing the total maximum property tax dollars for the FY 2023 budget.
Feb 25, 2022	Publication of notice of public hearing establishing the total maximum property tax dollars for the FY 2023 budget. Notice is posted on City website and social media accounts.
Feb 28, 2022	City Council Budget Workshop – Hotel/Motel Tax Fund and Enterprise Funds (Solid Waste Fund, Water Fund, Sewer Fund and Storm Water Fund) – Public meeting
Mar 07, 2022	Regular City Council meeting for public hearing establishing the total maximum property tax dollars for the FY 2023 budget. – Public meeting
Mar 07, 2022	Regular City Council meeting to set public hearing on the FY 2023 budget and FY 2022 budget amendment.
Mar 10, 2022	Public information meeting is held to give an overview of the proposed budget to the public and provide an opportunity for feedback and questions from those in attendance. Comments from the meeting will be summarized and distributed to the City Council prior to the public hearing on the proposed budget. – Public meeting
Mar 11, 2022	Publication of notice of public hearing on the proposed FY 2023 budget and notice of public hearing on amendment of current budget for FY 2022. Budget made available for public inspection at city hall and library.

Mar 21, 2022	Regular City Council meeting for budget public hearings. Following public hearings, proposed adoption of FY 2023 budget and FY 2022 budget amendment. – Public meeting
Mar 31, 2022	Adopted and amended budgets filed with Polk County auditor.
Jul 01, 2022	New fiscal year begins.
